

**Raleigh Parks and Recreation Department
Coaching Application Form**

-----**Personal Information**-----

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Date of Birth _____

Home Phone _____ Driver's License # _____

Cell Phone _____ Pager # _____

E-Mail Address _____

Business Phone _____ Fax # _____

Occupation _____ Employer _____

Employer's Address _____

-----**Emergency Information**-----

Person to Notify in an Emergency _____ Phone _____

Doctor to Notify in an Emergency _____ Phone _____

-----**Coaching Background**-----

1. Which sport are you applying to coach? _____
2. Do you currently have any children in the Raleigh Parks & Recreation Department Programs? _____ If so, which programs(s)? _____

3. Why would you like to coach?

(Continued on back)

Coaching Experience

4. Do you have any Coaching Certifications? Y or N If yes, list: _____
5. Have you attended any coaching clinics? Y or N If yes, list: _____
6. Are you willing to get certified if you are selected as a coach? Y or N
7. Circle personal playing experience: Little League High School College Pro

-----Skills & Certifications-----

8. List any special certifications: i.e. CPR, Medial, etc. _____
9. List any training or skills you may have received that may assist you in your coaching responsibilities. _____

-----Coach's Agreement-----

10. I agree that if I am selected to coach a team: **(Please check)**

- ☐ I will attend all coaches meeting or send a representative.
- ☐ I will read, understand and abide by all league rules.
- ☐ I will be responsible for the return of all equipment.
- ☐ I will be responsible for my team and coach's conduct on the field.
- ☐ I will be responsible for me teams' parents conduct during a game.
- ☐ I will set a good example for the players.

Please answer the following questions on a separate piece of paper and submit with your application.

1. What is your general coaching philosophy for coaching a recreation youth team?
2. Describe you coaching objectives for the season.

Comments:

Applicants Signature _____ Date _____

CITY OF RALEIGH PARKS & RECREATION INVESTIGATIVE BACKGROUND CHECK (revised 1-5-07)

This form is used by the Parks and Recreation Department to obtain criminal and civil background checks on applicants. The information provided on this form will be held in the strictest of confidence. Please complete all sections in LEGIBLE PRINT so that your paperwork can be processed in a timely manner. Your form will be returned (and potential employment delayed) if the form is not completed fully and correctly.

Name: _____
Last First Middle Maiden

Driver's License Number: _____ Issuing State: _____ Home phone _____

Date of Birth: ____/____/____ Sex: Male or Female (Circle one) Race: _____

Social Security Request and Statement of Purpose:

To comply with the Confidential Records Law, the City of Raleigh does not request your Social Security number on the application form. This form requests your Social Security number because you are being considered for employment or volunteer placement. The Social Security number is required to process the background investigation, which includes a criminal and civil background investigation and Social Security verification.

Social Security Number _____

***Please provide your residential addresses for the past 10 years. Addresses must be complete & correct. Use back of form or separate sheet.**

Current Address: _____
Street or RFD City State Zip

Length of Time at this Residence: _____

Previous Address: _____
Street or RFD City State Zip

Length of Time at this Residence: _____

Prior Address: _____
Street or RFD City State Zip

Length of Time at this Residence: _____

Have you ever been charged or convicted of any offense against the law (including traffic offenses) Yes _____ No _____

Have you ever served time in jail, prison, or been under house-arrest? Yes _____ No _____

Are you currently under charges for any offense against the law? Yes _____ No _____

If you answered "Yes" to any of the above questions, please explain the circumstances:

AUTHORIZATION OF A BACKGROUND CHECK:

I hereby certify, by my signature below, that the information I have provided is accurate and true to the best of my knowledge and I authorize the City of Raleigh Parks and Recreation Department to conduct Criminal, Dept. of Corrections, and Sex Offender Registry Checks on my background while I am employed or volunteering with the Parks & Recreation Department. I understand that the disclosure of a record will not result in an automatic disqualification from employment, but will be considered in relation to the specific position for which I am applying. I also understand that the failure to complete this form or provide false information will result in disqualification of employment. I understand that the City will routinely perform background checks during the period of employment or serving as a volunteer. Information found and not previously disclosed by me or information made available which was previously not disclosed will be used by the City as part of the determination of my eligibility to continue in my capacity with the City. I have read and understand these requirements.

Applicant's Signature _____

Date _____

TO BE COMPLETED BY APPLICANT'S SUPERVISOR**

Supervisor's Name/Phone# _____ Position Desired by Applicant _____

Program or Sport _____ Work Location _____

Briefly describe Position's duties and responsibilities (including % of time in contact with children or in supervisory role over participants; % of time left unsupervised by FT staff; other major responsibilities). _____

Requires Driving City/Personal Vehicle: ___ Yes ___ No Requires Handling City Funds: ___ Yes ___ No

This applicant will be serving as a _____ Paid Employee _____ Volunteer (check one only)

If volunteering, how long will this person volunteer in this position? ___ Less than 3 months ___ 3-6 months ___ 6-12 months ___ 1 year or more

TO BE COMPLETED BY BUSINESS OFFICE STAFF**AOC CIS Check:**

___ No arrest record was found
___ The arrest information is attached

National Sex Offender Registry Check:

___ Negative
___ Positive

NC DOC Incarceration Check:

___ No Incarceration Record found
___ Incarceration Record exists

Examples of Offenses Considered Unacceptable for Employment/ Volunteer with the City of Raleigh Parks and Recreation Department

Persons charged with and found guilty of the following crimes will not be allowed to work with the City of Raleigh Parks and Recreation Department. This listing of examples of criminal convictions is not exhaustive and conviction for other crimes or repeated charges for the same or similar charge(s) may be considered unacceptable as determined by the Parks and Recreation Director.

Manslaughter
Murder
Homicide
Abduction (of child or adult)
Robbery
Carjacking
Extortion
Felony Stalking
Sexual assault/sex offender charges (including incest, crimes against nature, taking indecent liberties with a minor)
Drive by shootings
Child abuse/neglect
Possession of child pornography
Escape from jail
Assault charges (assault on a government official, assault with a deadly weapon with intent to inflict injury, assault on a person)
Prostitution
Rape
Embezzlement
Forgery
Burglary or Larceny
Possession of weapon on school grounds, possession of weapons to cause mass destruction
Resisting a Public Officer
Domestic Abuse
Alcohol Offenses (open container offenses, consumption of beer/wine in public, possession of alcohol on unauthorized premises, possession of alcohol under age 21)
Drug charges (drug possession, possession of drug paraphernalia, maintaining a dwelling for a controlled substance)

3 background checks will be performed on each Candidate/Volunteer:

- 1: **National Offender Registry Check**=Results available at <http://www.nsopr.gov/>
2. **NC Department of Corrections** = Results available at http://webapps.doc.state.nc.us/apps/offender_servlets/search1
3. **AOC/CCBI Statewide Record Check**= Criminal, Infraction, and Archived record check conducted using AS-400 system. Results for Wake County charges available at Salisbury Street CCBI office (in Wake County Public Safety Center). Records for other Counties must be obtained from their County Court Records office.